Headquarters U.S. Air Force

Integrity - Service - Excellence

The Acquisition Support Team (AST)

Module # 4

Al Fraga

Project Manager

AFCEE/DCP

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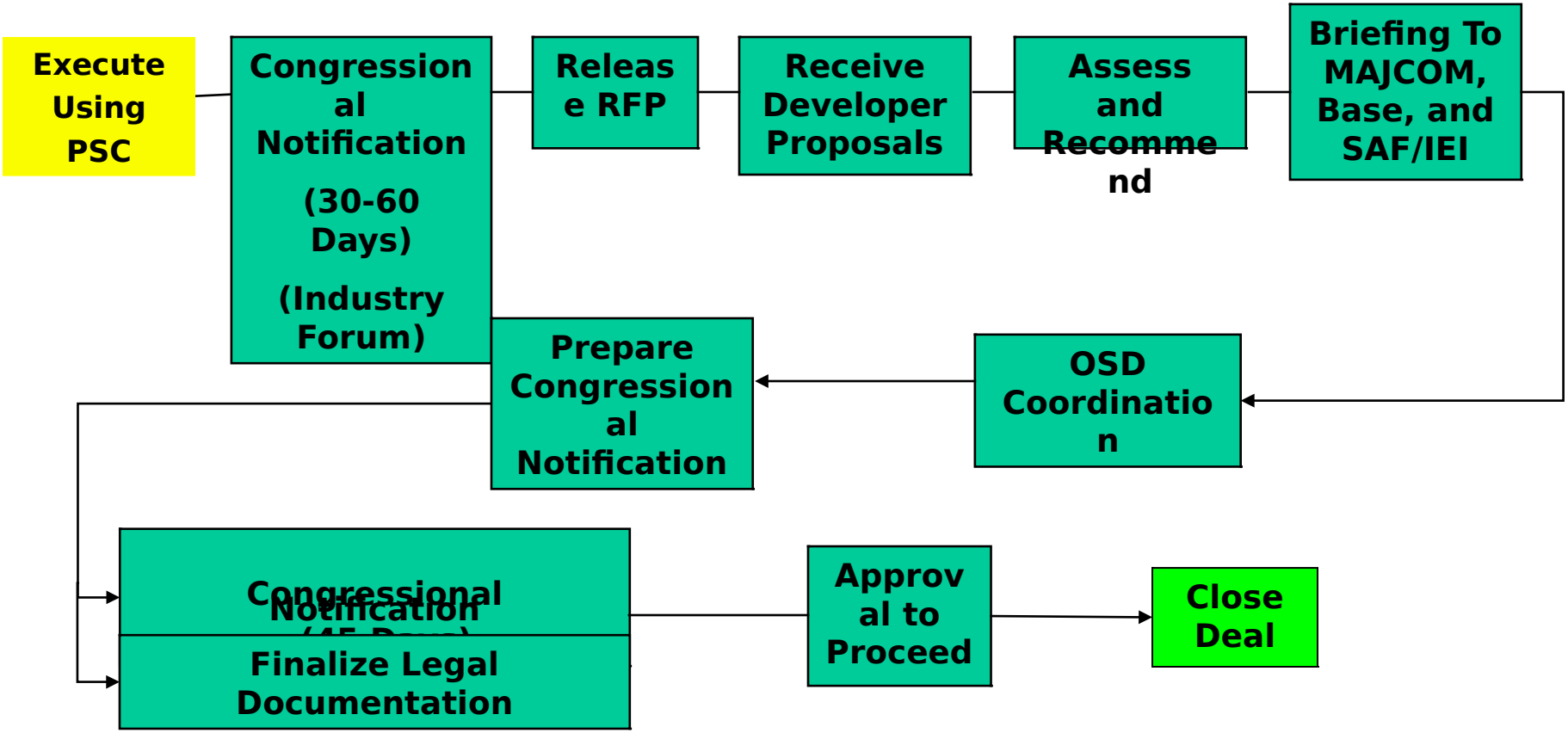
Project Acquisition



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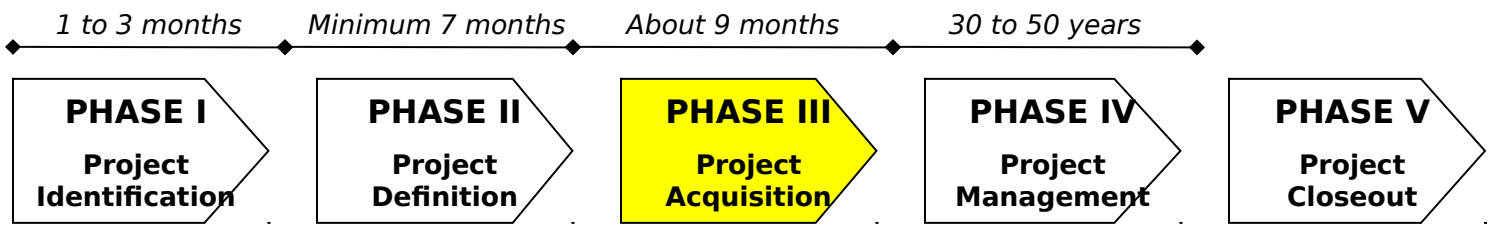
Housing Privatization Phases

Phase III



Goal

Identify project requirements and potential for privatization.

Initiate project execution.

Activities / Products

- Housing Market Analysis
- Housing Master Plan
- Affirm Programmed Concepts
- Assign PDT/AST members
- Project Mgmt. Plan
- Initiate PSC Support
- Site Orientation Visit

Goal

Refine project alternatives and obtain approval of project concept and RFP.

Activities / Products

- Three PDT Workshops
- Project Concept Approval
- OMB Scoring Report
- Request for Proposal (RFP) Development
- Approval of RFP

Goal

Solicit and select best value developer and close the transaction.

Activities / Products

- Industry Forum
- Request for Proposal Finalization and Issuance
- Proposal Evaluation
- AST Recommendation
- Transaction Closure

Goal

Oversee privatized housing, including design, construction, maintenance, operations, and management of housing.

Activities / Products

- Project Design, Construction, Maintenance, Operations, and Management Oversight
- Financial Planning and Budgeting
- Management Review Committee meetings

Goal

Determine continuing requirements and dispose of or acquire assets as appropriate.

Activities / Products

- Requirements Planning
- Asset Disposition or Acquisition

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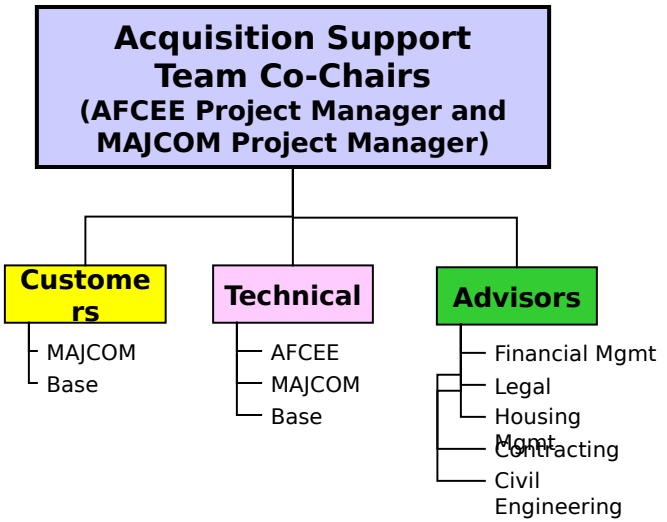
Overview

- Composition of the AST
- AST Appointment
- AST Training
- AST Roles and Responsibilities
- Key Decisions Made by the AST
- AST Activities and Meeting Locations
- Lessons Learned

Composition of the AST

- **Ideally composed of key members of the Project Development Team (PDT)**
  - **Civil Engineering**
  - **Contracting**
  - **Legal**
  - **Finance**
- **Advantages**
  - **Very familiar with RFP and project Concept**
  - **Intimately involved in the resolution of base issues (e.g., environmental, utilities, school districts, etc.)**
- **Consists of voting and advisors members**
  - **AST voting members should consist of at least 50 percent of MAJCOM and base personnel**



Note: The PSC serves as a consultant to the AST

Composition of the AST

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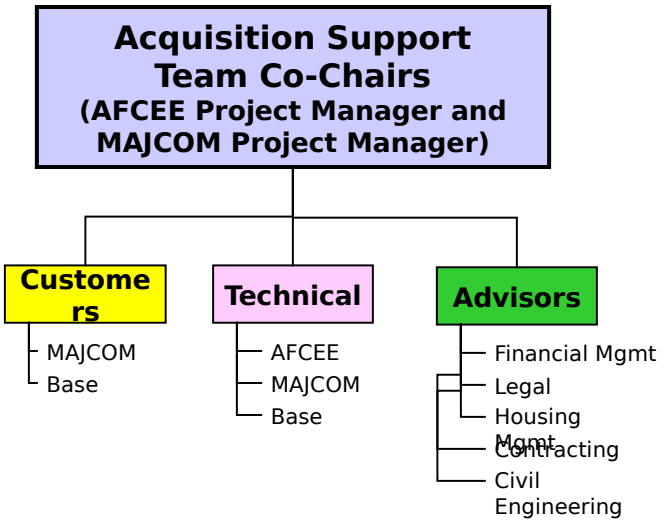
- Established during the Project Definition Phase
- Most active during the Project Acquisition Phase
- Co-chaired by the AFCEE Project Manager and MAJCOM Project Manager
- Key members of the AST should have selection experience, if possible



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AST Appointment

- The AST co-chairs provide letters of appointment to AST members (per approved base and MAJCOM nominations)
- All Government personnel assigned to the AST shall consider this duty as their primary responsibility
  - Their AST assignment shall take precedence over all other work assignments
  - Supervisors are responsible for ensuring that other work assignments do not conflict with subordinates' AST duties

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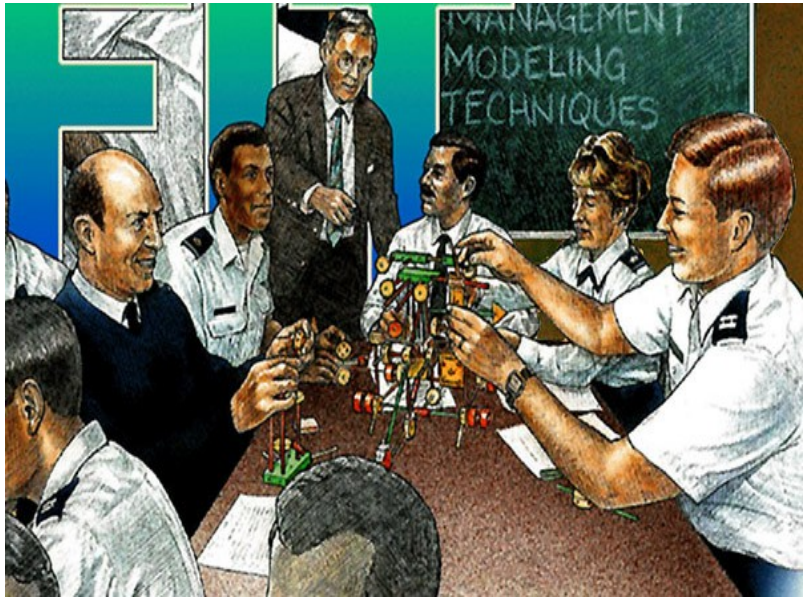
AST Training

- AST members will receive selection training prior to RFP Issuance in Phase III
- The AFCEE CO or designee will conduct the AST selection training
- Training emphasizes:
  - The need to safeguard proposal documents or information
  - That only appointed AST members can review or access proposal documents



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AST Roles and Responsibilities

- **AST performs all inherently governmental functions during Project Acquisition and ensures that:**
  - **PSC-recommended solicitation evaluation documents are acceptable**
  - **Any issues which arise during Project Acquisition are appropriately resolved**
  - **Adherence to the PSC recommended and government approved Competition Plan for soliciting and assessing development proposals**
  - **All selection documentation are adequately and properly prepared to brief and obtain MAJCOM/CV approval**

AST Co-Chair Roles and Responsibilities

- **Primary duties are to:**
  - **Serve as the Selection Authority's quality control for all selection documentation**
  - **Serve as the primary administrator for the selection process**
  - **Insure adequate resources are available to perform the task at hand**
  - **Sign the AST appointment letters**

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Key Decisions Made by the AST

During **Step One** the AST validates the PSC assessment results, rates each factor, and determines the down select for MAJCOM/CV approval, if required

During **Step Two** the AST validates the PSC assessment results, rates each factor, and makes a final recommendation for MAJCOM/CV approval

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AST Activities and Meeting Locations

- **PSC sends a copy of each proposal (Steps One and Two) to the base, MAJCOM, and AFCEE**
  - Project Manager at each location ensures proposals are safeguarded and available only to appointed AST members
  - AST members at each location review proposals and prepare questions or clarifications if necessary

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AST Activities and Meeting Locations (Cont'd)

- **Key AST members will be required to attend meetings at the PSC's office during the solicitation evaluation process**
  - Ensure evaluation process is being accomplished per government approved Competition Plan
  - Validate PSC proposal assessment

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AST Activities and Meeting Locations

- All AST members meet at the location where most of the AST members originate from at the conclusion of each evaluation step
  - To approve the PSC's proposal assessment
  - Reach agreement for a recommendation to the MAJCOM/CV
  - Review/approve PSC-developed MAJCOM/CV recommendation briefings
  - Two meetings required, one after each evaluation step

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Lessons Learned

- At a minimum, expertise in financial, contracting, legal, and engineering is required to diversify the team and effectively evaluate and recommend the PSC's evaluation process, offerors' proposals, and the PSC's assessment
- Members must be empowered to make decisions in these disciplines
- AFCEE will augment the AST with any necessary members not identified from base or MAJCOM resources

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Questions?